



MINUTES
COMMUNITY ACTION AGENCY BOARD MEETING
OVERTOWN TRANSIT VILLAGE NORTH
701 NW 1 COURT - 1ST FLOOR TRAINING ROOM
MIAMI, FLORIDA 33136
MONDAY, SEPTEMBER 10, 2012
4:00 P.M.

Members Present

Dr. William Zubkoff
Dr. Joyce Price
Levy Kelly
James Fayson
Andrea Walker
Marjorie York
Alphonso McCray
Rev. Wilfred McKenzie
Delleperche Joseph
Dr. Tonya Thomas
Paola Pierre
Marie Birts
Irene Taylor-Wooten
Anita Youngkin
Richard Brown-Morilla
Larry Williams
Sidney McCray
Guadalupe Maldonado
Cristobalina Pinillo
Andre Hall (representing Tonya Ferguson)

Members Excused

Vice Mayor Dorothy Johnson
Jean Fincher
Lillie Williams
Beverly King
Joyce Galbut
Dr. Santarvis Brown
Diane Benitez
Reynold Martin
Ilenia Sanchez-Bryson
Lisa M. Martinez

Members Absent

Miguel Perez
Madelin D'Arce
Elaine Adderly
Stephanie McIntosh
Israel Andrews
Kametra Driver
Alan Morley
David Garcia
Edward Dieguez (resigned)
Opa Locka Area (vacancy)
Wynwood Area (vacancy)
Com. District 3 (vacancy)
Com. District 10 (vacancy)
Com. District 12 (vacancy)
Com. District 13 (vacancy)

This represents a quorum.

CALL TO ORDER

Chairperson Dr. William Zubkoff welcomed everyone and called the meeting to order at approximately 4:08 p.m. Rev. Wilfred McKenzie gave the inspirational message, and upon the request of the Chair, Dr. Joyce Price led Board members in reciting the Mission Statement. Chairperson Zubkoff requested that everyone introduce themselves. After the introductions, the Chair opened the floor for business.

The sign-in sheet determined that a quorum was present to conduct official business.

I. PRESENTATIONS

- **County Longevity Service Pins:** Dr. Joyce Price, James Fayson, and Marie Birts presented longevity service pins to the following CAHSD staff:

<u><i>Staff Name</i></u>	<u><i>Division</i></u>	<u><i>Years of Service</i></u>
Raquel Paz	Head Start	5
Ravina Persaud	Head Start	5
Gustavo E. Matos	Head Start	5
LaChrissa K. Davis	Head Start	5
Maggie E. Nieto	Self Help	5
Bennie B. Jackson	Self Help	5
Claudette McLean	Self Help	5
Jose E. Pujadas	Administration	5
Inga Alvin	Administration	5
Oche K. Prichard	Administration	10
Geraldine Anaxe	Finance	10
Wanda Fort	Self Help	10
Tarsha J. Hill	Self Help	10
Quincy Cohen	Self Help	10
Ameiyt Morales	Head Start	10
Betty Pericles	Head Start	10
Aracely A. Ferrey	Head Start	10
Carmen V. Castaneda	Head Start	10
Francine S. Gordon	Head Start	10
Constance A. Williams	Head Start	15
Pearlina Marr	Head Start	20
Delia Iglesias	Administration	20
Juanita Lane	Self Help	30
Theresa Hill-Lundy	Head Start	30

- **Domestic Violence:** Ms. Ivon Mesa, M.P.A., Program Manager, CAHSD Domestic Violence Services. Ms. Ivon Mesa thanked the CAA Board for the opportunity to share information about domestic violence services provided

for the Miami-Dade County community. She briefly introduced herself, and gave a short overview of her work experience in the field of domestic violence with the Miami-Dade County Community Action and Human Services Department (CAHSD). She noted that CAHSD has taken the lead in Miami-Dade County to assist the community with issues regarding domestic violence. She showed a brief video about domestic violence prior to the PowerPoint presentation. The presentation included an overview of how CAHSD functions as a department to address domestic violence, definitions of domestic violence (legal and social), domestic violence services and outreach units and onsite partners. (See Attachment). The floor was then opened for questions and comments. Upon completion of the questions and comments, Chairperson Zubkoff thanked Ms. Mesa for providing a thorough and informative presentation on domestic violence services.

II. CHAIRPERSON’S COMMENTS:

- **Adoption of the Agenda.** Chairperson Zubkoff requested a motion to adopt the agenda as presented with the deletion of Item IV, B - CAA Board 2012-2013 Program Plan. **Dr. Joyce Price moved and Marie Birts seconded the motion to adopt the agenda with the noted deletion. The motion passed unanimously.**
- **Approval of CAA Board Minutes for June 11, 2012.** Chairperson Zubkoff requested a motion to approve the minutes of the CAA Board meeting held on Monday, June 11, 2012. **Irene Taylor-Wooten moved and Dr. Joyce Price seconded the motion to approve the minutes of the CAA Board meeting held on Monday, June 11, 2012. The motion passed unanimously.**
- **CAA Board Meeting Dates for 2012-2013.** Chairperson Zubkoff directed the Board’s attention to the memo in the agenda package on handwritten page 9, regarding the proposed meeting dates for the CAA Board for 2012-2013. The Chair requested that board members mark their calendar(s) accordingly. Marjorie York commented that October 1st is a religious holiday for her and requested to be excused for that day. The Chair advised that her absence would be excused.
- **Appointment of Treasurer.** Chairperson Zubkoff announced that Mr. Ed Dieguez, CAA Board member, Treasurer and Co-Chair of the Finance Committee has submitted a letter of resignation from the CAA Board and has relocated to Orlando, Florida to begin a new career. Following a brief discussion about filling the vacancy of CAA Board Treasurer, Chairperson Zubkoff recommended Delleperche Joseph, Co-Chair of the Finance Committee to fill the vacant Treasurer’s position, if he accepts the appointment. Mr. Joseph stated that it would be a privilege to serve as Treasurer of the CAA Board. **Irene Taylor-Wooten moved and Richard Brown-Morilla seconded the motion of the appointment of Mr. Delleperche Joseph to fill the vacancy of CAA Board Treasurer. Richard**

Brown-Morilla commented that the appointment of Mr. Joseph as Treasurer is an outstanding recommendation, however, according to the Bylaws, Board members are required to have 30 days notice and therefore won't be able to vote until the next meeting. Hearing no other comments, the Chair announced that the election will be held at the October meeting, and he requested a vote on the motion. **The motion passed unanimously.**

III. COMMITTEE REPORTS

- **Executive Committee, Dr. Joyce Price, Chairperson:** Dr. Price requested a motion to adopt the minutes of the Executive Committee meeting held on Monday, June 4, 2012. **Marie Birts moved and Irene Taylor-Wooten seconded the motion to adopt the minutes of the Executive Committee meeting held on Monday, June 4, 2012.**
- **Finance Committee, Delleperche Joseph, Co-Chairperson:** Mr. Joseph reported that the Finance Committee met on Monday, September 10, 2012 but did not have a quorum. Therefore, all action items were forwarded to the Executive Committee for review and approval and submission to the full CAA Board. Mr. Joseph provided the Board with a summary of the action items and requested Board approval of the following:
 - 2012-2013 Community Services Block Grant (CSBG) grant in the amount of \$2,847,296. **Dr. Joyce Price moved and Paola Pierre seconded the motion to approve the 2012-2013 CSBG Grant. The motion passed unanimously.**
 - CAA Revenues and Expenditures Reports (May, June and July 2012). **Dr. Joyce Price moved and Marie Birts seconded the motion to approve the CAA Revenues and Expenditures Reports. The motion passed unanimously.**
 - Finance Committee Meeting Minutes for Monday, June 4, 2012. **Dr. Joyce Price moved and Paola Pierre seconded the motion to approve the minutes of the Finance Committee Meeting held on Monday, June 4, 2012.** Chairperson Zubkoff asked if there were any questions or comments. Richard Brown-Morilla asked about the status of the comments that were suggested by Board members at the June meeting regarding the new format of the Financial Report. Ms. Grace stated that all of the Board reports are currently under review and revision as to format and content. Hearing no other comments, **the motion passed unanimously.**

Richard Brown-Morilla commented that according to the Bylaws, the new Board officers are to be installed at the beginning of the meeting (this should have occurred at the June meeting, but due to the election taking place in June, it should be done at the beginning of the September meeting). After a brief

*Minutes – Community Action Agency Board Meeting
September 10, 2012*

discussion on the matter, it was agreed that the new officers would be officially installed at the end of the meeting.

- **Youth Initiatives Committee, Dr. Santarvis Brown, and Dr. Tonya Thomas, Co-Chairpersons:** Dr. Tonya Thomas reported that the Youth Initiatives Committee met on June 11, 2012 and discussed projects that will be worked on during the coming year. There was also a presentation from Big Brothers regarding their mentoring program. She concluded by announcing that the next Youth Initiatives Committee meeting will be held on Thursday, September 20, 2012 at 3:00 p.m. **Dr. Tonya Thomas moved and Dr. Joyce Price seconded the motion to approve the minutes of the Youth Initiatives Committee. The motion passed unanimously.**
- **Head Start Policy Council, Tonya Ferguson, Chairperson:** Andre Hall, Parliamentarian, Head Start Policy Council, provided the Board with a report in the absence of Tonya Ferguson, Chairperson. Mr. Hall reported that the Policy Council met on September 4, 2012 and approved the following items:
 - April 26, 2012 Policy Council Minutes
 - May 24, 2012 Executive Committee Minutes
 - Planning and Budget Report for March and April. (According to Mr. Hall, the correct dates should be May, June and July)

Mr. Hall went on to report that a Memorandum of Understanding (MOU) was composed between the Board of County Commissioners (BCC) and the Policy Council. He also noted that the 2012-2013 Policy Council Composition continues to be an area of interest; however, there has been a lot of progress in making for a better relationship between the BCC and the Policy Council. Irene Taylor-Wooten commented that the Policy Council worked very diligently during the summer to reach a common ground between the BCC and the Policy Council. Richard Brown-Morilla applauded the efforts of the Policy Council, and asked why isn't the CAA Board included for support to the Policy Council in the process, and why aren't the significant accomplishments of the Policy Council coming to the CAA Board for approval. Ms. Grace commented that the Policy Council has done an outstanding job in forging a relationship with the BCC, and that the CAA Board has representation on the Policy Council, if there is need for further board involvement as support, a request will be made to the Board. Following a brief discussion on the matter, Ms. Taylor-Wooten stated that the item is a work in progress and once both parties (BCC and Policy Council) have reached an agreement, it will be brought to the CAA Board for support.

IV. STAFF REPORTS

Ms. Regina M. Grace, Acting CAHSD Assistant Director, provided the Board with a status update, in the absence of Ms. Lucia Davis-Raiford, Director, who was attending a conference in Atlanta, Georgia.

*Minutes – Community Action Agency Board Meeting
September 10, 2012*

Ms. Grace began by introducing additional CAHSD administrative staff in attendance at the meeting: Phyllis Tynes-Saunders, Assistant Director; Maritza Alonso, CDS Administrator; Lisa Skirving, Targeted Services Administrator; Edeline Monestín, Elderly, Disability and Veterans Bureau, Administrator; Angel Muniz, Rehabilitative Services Administrator; Elsa Ramirez, Rehabilitative Services; and Clarinda Anyamele, Rehabilitative Services Supervisor. She also introduced Wanda Walker, Deborah Dorsett and Alfredo Rodriguez.

Ms. Grace reported that the department has the pleasure of expanding our service delivery in the interest of addressing the issue of poverty. She encouraged Board members to read the items provided in the agenda package under departmental updates, for informational purposes. She noted that in addition to streamlining the financial report, the department is also streamlining the reports for the individual programs with emphasis on highlighting results and outcomes. Also, the department is making a concerted effort to go green (there will be fewer copies of board reports available at the meetings, please bring your copy with you). In addition, staff will receive board reports via email to save paper and to cut down on copying. Richard Brown-Morilla requested that staff ensure that the font sizes are consistent in the report.

Ms. Grace reported that the Community Action Partnership Annual Conference was held in New York City on August 19-23, 2012. She, along with Lisa Skirving and Dr. Price attended the conference on behalf of the department. She stated that the conference was well attended. There were a variety of training and leadership activities for boards, and a strong cry for more engagement by boards, more advocacy, and for board members to become more significantly involved in partnerships and collaborations to get private funds. Dr. Price shared that the conference was very informative, she learned that board members just don't attend meetings to sit and review what others do, but rather, members need to become active and involved in all of the committees and to have ownership in the committee process. She also stated that there was discussion about rebirthing the Foundation, etc.

Ms. Grace concluded her report by directing the Board's attention to the response from the Mayor regarding Section 3 and the department's marketing report found in the agenda package.

IV. OTHER BUSINESS

Irene Taylor-Wooten asked about the status of the CAA Board Retreat. She also requested that staff provide the Board with a report on the status of filling the long-term vacancies (public elected officials) at the next meeting, and that periodically, include a report on the agenda regarding vacancies and absences to track attendance. Ms. Grace stated that the strategic planning, the program plan for the Board and the status of the Bylaws will be updated pending review and approval by Ms. Davis-Raiford.

***Minutes – Community Action Agency Board Meeting
September 10, 2012***

Richard Brown-Morilla requested a follow-up report regarding the rewrite of the legality and formality of the CAA Foundation similar to what has been done with the Greater Miami Service Corps. He also commented that he was pleased that Mayor Gimenez responded back to the Board regarding Section 3, and requested that staff move forward with arranging for someone to brief the Board in more detail about Section 3. Ms. Grace stated that she would share this request with Ms. Davis-Raiford in order that she and Gregg Fortner (Department Director, Public Housing and Community Development) could determine the best approach.

Installation of Officers:

Richard Brown-Morilla presided over the installation ceremony of CAA Board Officers for 2012-2013 that were present as follows:

- Dr. William Zubkoff, Chair
- Dr. Joyce Price, 1st Vice Chair
- Andrea Walker, 2nd Vice Chair
- James Fayson, Secretary
- Marjorie York, Assistant Secretary
- Levy Kelly, Parliamentarian

Mr. Brown-Morilla asked the officers to stand and repeat the following:

“I, _____, swear to faithfully perform the duties of the office to which you/I have been elected and to support, protect and defend the Constitution of the United States, and the State of Florida against all enemies domestic and foreign.” The officers all stated, “I do.” Mr. Brown-Morilla then announced the officers as being officially installed as CAA Board officers for 2012-2013.

V. ADJOURNMENT

Chairperson Zubkoff thanked everyone for their attendance and requested a motion to adjourn. The meeting adjourned at approximately 5:43 p.m.

Recorded by: John Hatcher, Senior Executive Secretary, CAHSD

Dr. William Zubkoff, CAA Board Chair

Date

James Fayson, CAA Board Secretary

Date